

CABINET - 14TH FEBRUARY 2019

**Report of the Head of Customer Experience
Lead Member: Councillor Tom Barkley**

Part A

ITEM COUNCIL TAX – AMENDMENT TO THE EMPTY HOMES
PREMIUM AND EXEMPTIONS

Purpose of Report

This report asks Cabinet to recommend to Council the following proposed changes to the Council's local arrangements for council tax billing and relief:

- An amendment to the current Empty Home Premium taking advantage of new Government Legislation, together with an amendment to the relief offered on properties which are unoccupied, unfurnished and uninhabitable.
- Introduction of a 'Care Leavers Policy' which will offer council tax relief for this vulnerable group.

Recommendations

1. That Cabinet recommend to Council the proposed amendments to the Council Tax Empty Homes Premium and the relief offered on properties which are unoccupied, unfurnished and uninhabitable, and the dates of introduction of amendments, as set out below:

Empty homes Premium

Length of time property empty	Additional Premium
2 - 5 years (introduce from 2019)	100%
5 - 10 years (introduce from 2020)	200%
10 years+ (introduce from 2021)	300%

Unoccupied, unfurnished and uninhabitable properties

Amend current discount for properties which are unoccupied, unfurnished and uninhabitable from 50% for 12 months to 100% for 6 months – effective from 1 April 2019.

2. That Cabinet recommend to Council the introduction of the Charnwood Care Leavers Policy as set out in Appendix A of this report.

Reasons

1. To increase the incentives for bringing empty properties back into use from 1st April 2019.
2. To facilitate the introduction of the Charnwood Care Leavers Policy from 1st April 2019 to support those leaving the care system and moving to independent living in line with all other Local Authorities in Leicestershire.

Policy Justification and Previous Decisions

In November 2016 Cabinet approved the recommendation to introduce an Empty Homes Premium of 150% (Cabinet 17 November 2016, minute 63 refers). The principle aims of introducing the Empty Homes Premium was to bring empty properties back in to use. Empty homes are not just a problem in Charnwood but nationally and are a wasted resource. Given the acute need for housing it is vital that every effort is made to bring such properties back into use at the earliest opportunity.

The Government have made some changes to the extant Council Tax regulations (derived from the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018) that allows for additional premiums to be charged for empty homes, particularly those that have been standing empty for long periods of time. The Council has considered the additional powers granted and how these can be further utilised to support the Councils aim of bringing homes back into use.

In addition, it has considered changes to existing exemptions and whether any changes to the current rules could further encourage empty properties to be brought back into use more quickly.

The Council has been working with all Leicestershire authorities to consider how best to support care leavers once they leave the system at age 18. A county wide agreement has been agreed which will offer an exemption scheme for those leaving care, offering 100% discount for all care leavers until they reach the age of 25.

Implementation Timetable including Future Decisions and Scrutiny

If approved, it is anticipated that all changes will be implemented with effect from 1st April 2019.

Report Implications

The following implications have been identified for this report.

Financial Implications

Introduction of the increased rates for the Empty Homes premiums of 100% (2 years+ empty), 200% (5+ years empty), 300% (10+ years empty) would generate annual gross billings in the order of £334,000, being £23,000 for this Council and £311,000 for the major preceptors (Leicestershire County Council, Police and the Fire Authority).

However, it should be noted that there could be some small additional administration costs (which are borne by this Council) and bad debt charges are likely to be incurred on the introduction of the higher Empty Home Premium.

In relation to the introduction of the Care Leavers Policy. Based on current estimates of Care Leavers within Charnwood Borough provided by Leicestershire County Council it is anticipated that the approximate cost (based on the annual charge for a band B property £1,321.14) would be £40,000 per annum with this Council's share being £2,800 and the other major preceptors covering the remaining £37,200.

Overall, it is anticipated that these changes will have a small positive impact on the Council's financial position.

Risk Management

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Administration costs and bad debt charges offset the financial benefits of increasing the empty homes premium	Possible	Minor	Based on the current charges it is anticipated that management actions will mitigate any increased costs

Equality and Diversity

Introduction of the amended Empty Homes Premium and new Care Leavers Policy would generally have a neutral impact of equality and diversity in Charnwood. An Equalities Impact Assessment has been prepared and is attached as Appendix B to this report.

Key Decision: Yes

Background Papers: Council Tax Consultation

Officers to contact: Karey Barnshaw
Head of Customer Experience
01509 634923
karey.barnshaw@charnwood.gov.uk

Simon Jackson
Strategic Director for Corporate Services
01509 634699
simon.jackson@charnwood.gov.uk

Part B

Background

Empty Homes Premium

1. In November 2016 Cabinet approved a recommendation to Council introduce an Empty Homes Premium of 150%. The current Council Tax legislation enables local authorities to charge a premium of 50% to the Council Tax on dwellings that are unoccupied and substantially unfurnished for 2 years or more. It has been estimated that there are approximately 500 empty homes within Charnwood of which 153 have been empty for more than 2 years.
2. The principle aim of introducing the Empty Homes Premium was to bring empty properties back in to use. Empty homes are not just a problem in Charnwood but nationally and are a wasted resource. Long term empty properties have a detrimental impact on the communities in which they are located and often cause problems for neighbours. Bringing them back into use can improve the quality of life in those communities, while also increasing the availability of affordable homes. Given the acute need for housing it is vital that every effort is made to bring such properties back into use at the earliest opportunity.
3. Since the introduction of the Empty Homes Premium in 2017 the Government has approved some amendments to the existing legislation that allows for additional premiums to be charged for empty homes, particularly those that have been standing empty for long periods of time. The amendments mean the following scale of charges could be introduced:
 - 100% extra (for properties empty for 2-5 years)
 - 200% extra (for properties empty for 5-10 years) [commencing in 2020]
 - 300% extra (for properties empty for 10+ years) [commencing in 2021]

In other words, council tax-payers may be required to pay 200% of the standard bill after two years; 300% of the standard bill after five; and 400% after ten.

4. The purpose of implementing these additional premiums would be to reduce the number of empty homes by providing an incentive bringing these long standing empty homes back in to use more quickly.
5. In addition, from a financial perspective there would be a small increase in revenue to the Council as set out below:

Annual gross billing - Approx. £334,000, split as follows:
Charnwood Borough Council - £23,000 for this Council

Leicestershire CC, Police and the Fire Authority - £311,000

It is however expected that some of this debt maybe more difficult to collect particularly on properties that have been empty for a very long period and where the charges will increase to 400% which may require more administrative work to recover this debt.

6. To understand our residents view on the proposed changes a public consultation was conducted. The consultation ran for a period of 6 weeks until the 6th January 2019 and had 134 respondents. All residents who own an empty home were written to directly asking for their views. A copy of the consultation can be found in the background papers along with the overall results and all comments. In summary the results were:

- Over 59% of respondents were supportive of the Council increasing the Empty Homes Premium to 100% after 2 years with nearly 57% believing if this was introduced after a property was empty for 1 year it would encourage empty properties to be brought back into use more quickly
- Nearly 49% of respondents were supportive of the introduction of the 200% premium for properties empty for 5 years or more.
- Over 47% of respondents were supportive of the introduction of the 300% premium for properties empty for 10 years or more.
- 75% of respondents said yes or maybe to the suggestion that by amending the current discount of 50% for 12 months for properties which are unoccupied, unfurnished or uninhabitable to 100% for 6 months this would encourage homes to be brought back into use more quickly.

7. In addition to the main questions there were also some common themes in the comments from customers, these were in the main regarding the following topics:

- the speed of the planning process affecting the ability to bring a house back to use more quickly,
- the fairness of the premium where the property is empty to a death in the family and the associated probate that may ensue which can take very long period of time
- the consideration of people buying empty homes to bring back into use which the premium may become a deterrent as it is based on how long the property has been empty regardless of the length of time the owners have owned it for.

Summary

8. Residents reaction to the increase in premium is positive with many comments fully supporting the need to bring empty homes back into use. It is also expected that an additional benefit to the Council will be a small increase in revenue. Given these factors, it would seem reasonable to introduce both the increase premiums and the changes to the discount

and period for unoccupied, unfurnished or uninhabitable homes to satisfy the Councils objectives of bringing empty homes back into use as set out below:

Length of time property empty for	Additional Premium
2 - 5 years (introduce from 2019)	100%
5 - 10 years (introduce from 2020)	200%
10 years+ (introduce from 2021)	300%

Amend current discount for properties which are unoccupied, unfurnished and uninhabitable from 50% for 12 months to 100% for 6 months.

Care Leavers Policy

9. Collectively, Leicestershire Councils (including Leicestershire County Council and the seven Leicestershire District Councils) understand that the transition out of care for young people can be very problematic. Without the support of a family and being inexperienced in managing their own finances, which means care leavers can be more susceptible to fall into debt.
10. In early 2018 this issue was discussed at the District Chief Executive meetings to establish if there was opportunity for all authorities in Leicestershire to agree to support young people in their transition out of care by giving additional relief, on top of any other reliefs that may be available, by reducing their liability for Council Tax to zero until age 25. The outcome of the meeting was that all authorities would like to implement the exemption subject to member approval.
11. In terms of financial implications based on current estimates of care leavers within Charnwood Borough provided by Leicestershire County Council, it is anticipated that the total cost within the Borough (based on the annual charge for a band B property of £1,321.14) would be £40,000, with Charnwood's share being £2,800 and the other major preceptors covering the remaining £37,200. It should be noted for the purposes of the prospective application of this policy that *all* care leavers would qualify for relief, not just those from within Leicestershire.
12. The Care Leavers Policy and application process has been reviewed by the Revenues Team and based on the number involved it is not anticipated that the implementation of this policy this would generate any significant increase in work for the Revenues Team.

Summary

13. Given the stated benefits this exemption will bring and the minimal financial impact to the Council it would seem reasonable to implement the Care Leavers Policy in line with our partners across Leicestershire.

Appendices

Appendix A – Draft Care Leavers Policy

Appendix B – Equality Impact Assessment

Charnwood Borough Council

Care Leavers Council Tax Relief Policy

[Proposed]

POLICY FOR DETERMINING APPLICATIONS IN RESPECT OF CARE LEAVERS RELIEF.

BACKGROUND

- 1.1 The Council understands that the transition out of care for young peoples can be very problematic. Without the support of a family and being inexperienced in managing their own finances, which means care leavers can be more susceptible to fall into debt. Therefore, Charnwood Borough Council can give financial support to these young people by giving additional relief, on top of any other reliefs that may be available, to those leaving care by reducing their net liability for council tax zero until age 25.
- 1.2 Under Section 13A(1-3) of the Local Government Finance Act 1992 (as amended), the Council has the power to reduce liability for Council Tax in relation to individual cases or class(es) of cases that it may determine. It says:
 - Where a person is liable to pay council tax in respect of any chargeable dwelling and day, the billing authority for the area in which the dwelling is situated may reduce the amount which he is liable to pay as respects the dwelling and the day to such extent as it thinks fit. This allows for a further reduction where a reduction under council tax support has been applied
 - The power under subsection 1) above includes the power to reduce an amount to nil
 - The power under subsection 1) may be exercised in relation to particular cases or by determining a class of case in which liability is to be reduced to an extent provided by the determination.
- 1.3 There are financial implications to awarding any discounts other than those currently available under the statutory legislation and the financial burden of Section 13A discounts has to be met through an increase in the general level of Council Tax for other payers or from the general fund.
- 1.4 In addition to this:
 - The granting of Section 13A discounts would reduce income from Council Tax;
 - The Council Tax Support scheme exists to ensure that those on low incomes receive financial assistance with their Council Tax.
- 1.5 In order to provide further support for care leavers, the Council has created a new class of council tax charge payer known as 'Care Leavers' and has decided to reduce the council tax bill for Care Leavers to zero, after any other national reliefs have been applied.
- 1.6 This policy will apply up to and including the date of the day before the care leavers 25th birthday.
- 1.7 Reducing Council Tax in these circumstances will hereafter be known as an award of Care Leavers Relief.

CARER LEAVERS RELIEF APPLICATION PROCESS

2.1 Care Leavers Relief can be accessed through either:

- direct request from the care leaver, with evidence they have left care
- the identification and nomination of a care leaver by the Leicestershire County Council's Children's Services to the Council's Council Tax Service (or other Council's Children's Services if previously resident outside the Leicestershire area).
- the identification and nomination by any other public body or professional organisation that confirms that the care leaver was in care (being 'looked after' as a result of a statutory obligation).

2.2 The award can be made for any period from 1st April 2019 where the care leaver is liable for council tax.

2.3 Any award given to an individual case will end on the day before their 25th birthday.

ELIGIBILITY CRITERIA

The following will be assessed when making a decision:

- 3.1 Care leavers who are liable to pay Council Tax will have their bill reduced to nil, this will apply where the care leaver is in a multi-person household. The only exception to this is for a situation when the Care Leaver is in a House in Multiple Occupation (HMO) where the landlord is responsible for paying the Council Tax liability. For HMO's where the landlord is responsible for paying the Council Tax no relief will be given.
- 3.2 The Care Leaver Relief will be given after all other eligible reliefs have been taken into account.
- 3.3 The date of the day before the care leaver's 25th birthday determines the last day of the period of the award
- 3.4 Leicestershire County Council (or other Council's) Children's or Social Services or other public body or professional organisation have confirmed that the care leaver was in their care (being 'looked after').
- 3.5 That Charnwood Borough Council (CBC) is the council tax billing authority the care leaver is liable to make council tax payments.
- 3.6 The Care leaver is resident in the CBC area, if permanent residency in the CBC area is discontinued relief will be stopped and require re-application upon return to the area.
- 3.7 The individual must have been in care on their 16th birthday and for at least 13 weeks from the age of 14.

REVIEW PROCESS

- 4.1 Under the Local Government Finance Act 1992, there is no right of appeal against the Council's use of discretionary powers. The Council will however accept a written request for a review of its decision. The request should include the reasons for requesting a review and any supporting information.
- 4.2 Reviews will be considered by an officer independent of the original decision maker.
- 4.3 If an application is refused the Council will provide the reason for refusal and instructions on how to request a review and the address where any request may be sent.
- 4.4 The applicant will be notified of the outcome of the review in writing.

EQUALITIES IMPLICATIONS

- 5.1 Granting a discount to care leavers would result in preferential treatment but would aim to counter some of the acknowledged disadvantage that this group experiences compared to their peers.
- 5.2 An equalities impact assessment has been completed. No adverse impacts were identified.

Application for discount for care leavers

Full name:	Date of birth:
Current address:	NI number:
	Council tax account reference (if known):
	Care leaver reference (if known):
Any other address you may owe council tax for:	

Email address(es):

Telephone number(s):

If you would like us to be able to talk directly with a friend, relative, case worker or adviser about your council tax, please give their details below:

<i>Name</i>	<i>Relationship to you</i>	<i>Email address</i>	<i>Phone number</i>

Please answer the following questions

Were you in care on your 16 th birthday	Yes	No
Were you in care for at least 13 weeks from the age of 14	Yes	No
Where you were in care (Full Address needed)		
If you were in care with a council other than Leicestershire County Council, please provide contact.		

Declaration: I confirm that the information contained in this application is true and correct to the best of my knowledge and belief.

Signed:	Date:
----------------	--------------

Post your completed application to:

The Revenues Section
 Charnwood Borough Council
 Council Offices
 Southfields
 Loughborough
 Leicestershire
 LE11 2TT

Charnwood Borough Council

Equality Impact Assessment 'Knowing the needs of your customers and employees'

■ Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

■ Legislation- Equality Duty

As a local authority that provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- ✓ Eliminate discrimination, harassment and victimisation
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Sex (Gender)
9. Sexual orientation

What is prohibited?

1. Direct Discrimination
2. Indirect Discrimination
3. Harassment
4. Victimisation
5. Discrimination by association
6. Discrimination by perception
7. Pregnancy and maternity discrimination
8. Discrimination arising from disability
9. Failing to make reasonable adjustments

Note: Complete the action plan as you go through the questions

■ **Step 1 – Introductory information**

Title of the policy	Empty Homes Premium
Name of lead officer and others undertaking this assessment	Karey Barnshaw
Date EIA started	10/1/19
Date EIA completed	14/1/19

■ **Step 2 – Overview of policy/function being assessed:**

Outline: What is the purpose of this policy? (Specify aims and objectives)

Empty Homes Premium

Council Tax legislation enables local authorities to currently charge a premium of up to 50% in addition to the Council Tax on dwellings that are unoccupied and substantially unfurnished for two years or more. Government has now amended this legislation to increase the premiums that can be charged as follows:

- 100% extra (for properties empty for 2-5 years)
- 200% extra (for properties empty for 5-10 years) [commencing in 2020]
- 300% extra (for properties empty for 10+ years) [commencing in 2021]

It has been estimated that there are 150 properties that have been empty for at least two years in the Borough.

The main purpose of the premium would be to reduce the number of empty homes, and provide an incentive to get empty homes back into use, rather than to generate income.

Care Leavers Policy

The Council understands that the transition out of care for young people can be very problematic. Without the support of a family and being inexperienced in managing their own finances, which means care leavers can be more susceptible to fall into debt. To support you people transitioning out of care the introduction of the Care Leavers Policy removes the liability of a care leave up to the age of 25 for Council Tax

What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?

The Empty Homes Premium changes will directly affect property owners of the empty homes, regardless of protected characteristic.

The Care Leavers Policy is aimed at young people between the age of 18-25 leave the care system. The policy's aim is to help smooth their transition into independent living by offering financial support for their Council Tax

Which groups have been consulted as part of the creation or review of the policy?

Empty Homes Premium

The consultation ran for a period of 6 weeks until the 6th January 2019 and had 134 respondents. All residents who own an empty home were written to direct asking for their participation in the consultation. In summary the results were:

- Over 59% of respondents were supportive of the Council increasing the Empty Homes Premium to 100% after 2 years with nearly 57% believing if this was introduced after a property being empty for 1 year it would encourage empty properties to be brought back into use more quickly
- Nearly 49% of respondents were supportive of the introduction of the 200% premium for properties empty for 5 years or more.
- Over 47% of respondents were supportive of the introduction of the 300% premium for properties empty for 10 years or more.
- 75% of respondents said yes or maybe to the suggestion that by amending the current discount of 50% for 12 months for properties which are unoccupied, unfurnished or uninhabitable to 100% for 6 months this would encourage homes to be brought back into use more quickly.

In relation to the Care Leaver Policy, joint meetings between all Leicestershire local authorities have taken place to jointly agree the introduction of this policy.

■ Step 3 – What we already know and where there are gaps

List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.

Data/information such as:

- Consultation
- Previous Equality Impact Assessments
- Demographic information
- Anecdotal and other evidence

Empty Homes Consultation Dec/Jan 2018/19

No. of Care Leavers per annum – Leicestershire County Council

What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)

Property owners and Care Leavers are likely to be from a range of protected characteristics and not any specific diverse group.

■ Step 4 – Do we need to seek the views of others? If so, who?

In light of the answers you have given in Step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.

Not applicable. A resident consultation has already taken place.

■ Step 5 – Assessing the impact

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community groups (including what barriers these individuals or groups may face) who identify with any 'protected characteristics' and provide an explanation for your decision (please refer to the general duties on the front page).

	Comments
Age	<p>Neutral impact. All property owners will be assessed by the same criteria standard for empty homes with no predicted adverse impact upon the protected characteristic of age.</p> <p>The Care Leaver Policy will have a positive impact on young people between the ages of 18-25 leaving care.</p>
Disability (Physical, visual, hearing, learning disabilities, mental health)	<p>Neutral impact. All property owners will be assessed by the same criteria standard for empty homes with no predicted adverse impact upon the protected characteristic of disability.</p> <p>Neutral impact The Care Leavers policy criteria is based solely on age and leaving the care system with no predicted adverse impact upon the protected characteristic of disability</p>
Gender Reassignment (Transgender)	<p>Neutral impact. All property owners will be assessed by the same criteria standard for empty homes with no predicted adverse impact upon the protected characteristic of gender reassignment.</p> <p>Neutral impact The Care Leavers policy criteria is based solely on age and leaving the care system with no predicted adverse impact upon the protected characteristic of gender reassignment</p>
Race	<p>Neutral impact. All property owners will be assessed by the same criteria standard for empty homes with no predicted adverse impact upon the protected characteristic of race.</p> <p>Neutral impact The Care Leavers policy criteria is based solely on age and leaving the care system with no predicted adverse impact upon the protected characteristic of race</p>
Religion or Belief (Includes no belief)	<p>Neutral impact. All property owners will be assessed by the same criteria standard for empty homes with no predicted adverse impact upon the protected characteristic of religion or belief.</p> <p>Neutral impact The Care Leavers policy criteria is based solely on age and leaving the care system with no predicted adverse impact upon the protected characteristic of religion or belief</p>
Sex (Gender)	<p>Neutral impact. All property owners will be assessed by the same criteria standard for empty homes with no predicted adverse impact upon the protected characteristic of sex.</p> <p>Neutral impact The Care Leavers policy criteria is based solely on age and leaving the care system with no predicted adverse impact upon the protected characteristic of sex</p>
Sexual Orientation	<p>Neutral impact. All property owners will be assessed by the same criteria standard for empty homes with no predicted adverse impact upon the protected characteristic of sexual orientation.</p>

	<p>Neutral impact</p> <p>The Care Leavers policy criteria is based solely on age and leaving the care system with no predicted adverse impact upon the protected characteristic of sexual orientation</p>
<p>Other protected groups (Pregnancy & maternity, marriage & civil partnership)</p>	<p>Neutral impact. All property owners will be assessed by the same criteria standard for empty homes with no predicted adverse impact upon any other protected group</p> <p>Neutral impact</p> <p>The Care Leavers policy criteria is based solely on age and leaving the care system with no predicted adverse impact upon the protected groups</p>
<p>Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)</p>	<p>Neutral impact. All property owners will be assessed by the same criteria standard for empty homes with no predicted adverse impact upon any other socially excluded group.</p> <p>Neutral impact</p> <p>The Care Leavers policy criteria is based solely on age and leaving the care system with no predicted adverse impact upon other socially excluded groups</p>

<p>Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.</p> <p>Please note:</p> <p>a) If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.</p> <p>b) Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.</p>
<p>N/A</p>
<p>Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).</p>
<p>There is seen to be a neutral impact for the Empty Homes Premium and a positive impact for the Care Leavers Policy, therefore meeting Charnwood Borough Council's responsibilities in relation to equality and diversity.</p>

Step 6- Monitoring, evaluation and review

<p>Are there processes in place to review the findings of this Assessment and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?</p>
<p>The take up number for the Care Leavers Policy will be monitored on a quarterly basis against expected volumes to ensure those that require financial support receive it.</p>
<p>How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.</p>
<p>The assessment will be included as part of the back ground papers that will go to Cabinet on 14th February 2019</p>

■ **Step 7- Action Plan**

Please include any identified concerns/actions/issues in this action plan:
The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan

Reference Number	Action	Responsible Officer	Target Date
001	Monitoring take up of discount for Care leavers on quarterly basis	K Barnshaw	Ongoing

■ **Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?**

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	Y	This assessment will be attached alongside the Cabinet paper of 14 th February 2019 and published on the Charnwood Borough Council Website.
Service users	Y	This assessment will be attached alongside the Cabinet paper of 14 th February 2019 and published on the Charnwood Borough Council Website.
Partners and stakeholders	Y	This assessment will be attached alongside the Cabinet paper of 14 th February 2019 and published on the Charnwood Borough Council Website.
Others		
To ensure ease of access, what other communication needs/concerns are there?		

■ **Step 9- Conclusion (to be completed and signed by the [Service Head](#))**

Please delete as appropriate
I agree
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales:
Signed (Service Head): Simon Jackson
Date: 14/1/19

[Please send completed & signed assessment to Suzanne Kinder for publishing.](#)